

Employment & Internship Opportunities

The U.S. Commission on International Religious Freedom was created by the International Religious Freedom Act of 1998 to monitor the status of freedom of thought, conscience, and religion or belief abroad, as defined in the Universal Declaration of Human Rights and related international instruments, and to give independent policy recommendations to the President, Secretary of State, and Congress. The Commission is an equal opportunity employer.

EMPLOYMENT

ANNOUNCEMENT

The United States Commission on International Religious Freedom, a bipartisan Federal governmental body headquartered in Washington, DC, is interviewing prospective candidates to join our senior executive team. The three available positions are:

- Director of Research and Policy
- Director of Government Relations
- General Counsel

The positions require excellent interpersonal skills, the ability to produce polished written product, management ability, high level analytical thinking, and the ability to work effectively in a balanced, bipartisan manner. Further:

- The Director of Research and Policy position requires strong research skills, policy experience, a terminal degree (JD or PhD), and substantive knowledge in the area of foreign affairs and human rights including religious freedom;

- The Director of Government Relations position requires detailed knowledge of, and experience with, the federal legislative process and strong working relationships on Capitol Hill; and

- The General Counsel position requires outstanding legal skills and an interest in and knowledge of international human rights institutions and instruments.

About the Commission

The impact of religion in international affairs and U.S. foreign policy has grown markedly in recent years. The U.S. Commission on International Religious Freedom, a bipartisan independent federal commission created by Congress in 1998, is the only independent government body in the world focused principally on monitoring and advancing the internationally recognized freedom of thought, conscience, religion or belief and related human rights. It is also the only international human rights commission in the United States government.

Established by Congress as part of the International Religious Freedom Act of 1998, the Commission's primary responsibilities are to make foreign policy recommendations to the President and Congress related to the status and impact of freedom of religion or belief around the world. Since its establishment, the Commission has generated key policy recommendations that have been incorporated into U.S. foreign policy with respect to dozens of issues and countries, including recommendations concerning the newly drafted constitutions of Iraq and Afghanistan; the global exportation of an ideology of hatred and intolerance by the Kingdom of Saudi Arabia; human rights abuses and repression by China, Russia, Burma, Iran and others; and the long-term conflict in Sudan. The Commission's activities include disseminating information to the public and to policymakers through op-editorials, press statements and policy briefs; participating in Congressional hearings; convening public hearings and expert briefings; engaging in overseas diplomatic visits and inquiries; engaging with Administration officials, members of Congress, think tanks and policy experts; participating in multilateral fora such as the UN and OSCE; and generating expert studies on critical issues, such as a recent award-winning study on the expedited removal process for U.S. asylum seekers and the first study of religious freedom conditions in North Korea based on refugee interviews.

The bipartisan Commission is comprised of nine private citizens who are appointed for their expertise in law, human rights, and international affairs by the President and the leadership of both parties in

the Senate and the House of Representatives; the Ambassador at Large for International Religious Freedom at the U.S. State Department serves as an ex-officio, non-voting member.

The Commission is an equal opportunity employer.

Candidates are encouraged to send or fax a cover letter, a resume, a writing sample and three references to:

administration@uscirf.gov

or

Jacqueline Mitchell, United States Commission on International Religious Freedom, 800 North Capitol St., NW, Suite 790, Washington, DC 20002. Fax: 202-523-5020

INTERNSHIPS

All Fall 2008 internship positions have been filled. Thank you for your interest.

Communications Department Intern:

- Creates daily press clips for distribution to USCIRF Commissioners and staff, as well as to select individuals at the White House and State Department
- Maintains and expands database of media, non-governmental organization, think tank, academia, and religious contacts
- Helps prepare materials for distribution to the public and press. This includes press releases, policy briefs, newsletters, and reports
- Helps organize and provide logistical support for events such as press conferences, public hearings, and speaking engagements
- Provides general administrative support as needed

Eligible candidates should have:

- At least two years of undergraduate study completed
- Willingness to do administrative work
- Desire to be a team player
- Attention to detail and strong organizational skills
- Interest in human rights and foreign policy
- Excellent writing and editing skills

Government Affairs Department Intern:

- Tracks foreign policy statements, human rights legislation, and relevant policy publications
- Attends and reports on Congressional hearings
- Reviews relevant government agency websites and publications daily
- Researches actions taken by and platforms of Members of Congress and Congressional committees and organizations
- Provides general administrative support as needed

Eligible candidates should:

- Be recent college graduates, college seniors or students enrolled in a graduate program, with an interest in government affairs, foreign policy or a related field.
- Possess excellent writing and comprehension skills
- Be familiar with Microsoft Office, including Excel

Policy Department: Legal Research Intern

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Conducts research on a variety of international human rights and comparative law topics, as assigned

Eligible candidates should be:

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At least second-year law students or recent law graduates with coursework or experience in constitutional law, international affairs, human rights, religious affairs, or a related field

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Familiar with legal research techniques and the Microsoft Office suite.

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Ability in Arabic is helpful, but not required

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Interested in the field of international human rights

Policy Department: Regional Policy Analysis Intern

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Researches a variety of international religious freedom and human rights issues, with a focus in one or more of the following world regions:

- Africa

- East Asia

- Europe and Central Asia

- Middle East

- South Asia

- Assists in preparations for meetings, roundtables, Commission travel, and other events

- Possesses demonstrable knowledge of a particular world region

- Attends meetings at the Commission with international visitors and other groups interested in the Commission's work

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Attends and reports on public hearings and other events around D.C. on issues relevant to the Commission's work
Assists with administrative duties, as needed

Eligible candidates should have:

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At least two years of undergraduate study completed with coursework or experience in public policy, international affairs, political sciences, human rights, religious affairs, government affairs, or a related field. Academic background in the desired world region(s) of study

- Willingness to do administrative work.
- Familiarity with the Microsoft Office suite. Knowledge of Microsoft Access is a plus.
- Knowledge of foreign language useful, but not necessary.

Most internships are part-time (15-20 hours) and all are unpaid. Course credit is available. The Commission does not provide housing or pay moving expenses, however, will do provide a transport stipend to cover the costs of transport to and from the Commission.

To apply for an internship, please e-mail, fax or mail a resume with references and a cover letter explaining your qualifications and why you would like to intern at the Commission. Please specify for which internship you are applying.

Internship Program c/o Bridget Kustin

United States Commission on International Religious Freedom

800 North Capitol Street, NW, Suite 790

Washington, DC 20002

(PH) 202-523-3240; (FAX) 202-523-5020; (EMAIL) bkustin@uscirf.gov

The application deadlines for each semester are as follows:

Fall/Winter Semester: September - December

Application Deadline: August 15th

Spring Semester: January- May

Application Deadline: December 15th

Summer Semester: June - August

Application Deadline: April 15th